

**Board of Selectmen's Meeting Minutes**

**July 12, 2007**

**Harpswell Town Office**

**Approved on July 26, 2007**

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**Selectmen Present:** Amy N. Haible, James S. Henderson and Chairman Samuel W. Alexander

**Staff Present:** Kristi K. Eiane, Town Administrator; William Wells, Code Enforcement Officer and Marguerite Kelly, Treasurer

**Call to Order and Pledge of Allegiance:** The meeting was called to order by Chairman Alexander at 6:30 p.m. with the Pledge of Allegiance. The meeting was videotaped and broadcast live on Harpswell Community Television.

**1. Adoption of the Agenda:** Chairman Alexander moved, seconded by Selectman Henderson to adopt the agenda as printed; motion passed 3-0.

**2. Town Administrator's Report:** Administrator Eiane announced that Harpswell has received a copy of a letter from the Commissioner of the Department of Community and Economic Development to the Midcoast Council Business Development and Planning approving Harpswell's 40 acres at Mitchell Field into the Military Redevelopment Zone. Administrator Eiane reported she had a meeting with Ron McKinnon, of the Department of Economic and Community Development where she was asked if the Town would be interested in shifting 4 of the 40 approved MMRZ acres to the Great Island Boatyard to allow them to participate in the Military Redevelopment Zone. A formal request will come to the Town in the near future for consideration. The Board discussed how to handle such requests and whether Town Meeting would be required. Administrator Eiane announced, pursuant to the Town's Economic Development Disclosure Policy, that she received a letter from the New England Fiberglass Company expressing an interest to develop their business at Mitchell Field. Administrator Eiane informed the Board she is coordinating a trip to Birch Island with the Harbormaster, Harpswell Neck Fire Chief and a representative from Cumberland County in follow up of the concerns heard at the non-resident taxpayer meeting regarding how emergency services are provided to the island. Administrator Eiane reminded the Board of two meetings being held on Monday; one at 2:00 pm at Tide Mill Cove Landing and one at 6:00 pm with HCBC Board of Directors. Administrator Eiane announced the first negotiation meeting with Washburn and Doughty is scheduled for Tuesday, July 17 at 9:30 am.

**3. Selectmen's Announcements:** Selectman Haible announced the Harpswell Festival is July 22 at Mitchell Field and is free to the public with gates opening at 11:00 a.m. Selectman Haible called for fishermen and everyone to attend the Mitchell Field design workshop scheduled Sunday, July 15 from 12:00 noon to 5:00 p.m. at Harpswell Islands School.

**4. Old Business:** There was no old business discussed.

**5. Mitchell Field Update:** Judith Redwine, chair of the Mitchell Field Committee, encouraged everyone to attend the Mitchell Field design workshop this Sunday. Ms. Redwine announced lunch will be served at 11:00 a.m. with the meeting beginning at noon. A Mitchell Field Briefing Booklet will be available at the workshop. Bruce Doughty will not be able to attend due to a close death to the family; his son-in-law will attend on behalf of Washburn and Doughty.

**6. Treasurer's Report:** Marguerite Kelly, Town Treasurer, reviewed her monthly report for June (attached as further reference).

**7. Committee Mission Statements:** Selectman Haible moved, seconded by Chairman Alexander to approve the Budget Advisory Committee mission statement; motion passed 3-0.

**8. Caretaker's Report:** William Wells, Town Caretaker, explained that he is responsible for maintaining Town owned properties, vehicles, buildings etc. Mr. Wells reported on some of his recent activities such as converting the HVAC system from heat to air conditioning; replacing all the light bulbs in the Town Office and Recycling Center to compact fluorescent bulbs which are more than seven times more energy efficient than incandescent lighting; installing signs at Mitchell Field and Town landings; and working with the Town Clerk to upgrade the Town voting sites to meet State handicap access standards. Mr. Wells reported the Town ramp and float are in the water and working properly and access to the area has been improved by mowing.

**9. Wharf Application for Harpswell Boat Repair Associates, Map 11, Lot 115, 14 Whidden Road:** William Wells, Code Enforcement Officer, explained that this proposal is to expand the existing pier, ramp and float to be used for a commercial use. The proposal has been approved by Planning Board and the Mr. Wells recommended its approval as it doesn't adversely affect navigation or cause injury to the rights of others. Mr. Wells explained that there were several concerned abutters in the beginning and now they appear to have had their issues addressed. Selectman Haible questioned why the Planning Board placed a condition of limiting the boat sales. Mr. Costello, of Harpswell Boat Repair Associates, explained the Planning Board was concerned about the amount of activity on the property and wanted the activity to be focused on commercial fishing and limit the boat sales. Chairman Alexander moved, seconded by Selectman Henderson to approve the application under the Wharves and Weirs Act as it doesn't create a hazard to navigation or cause injury to the rights of others for use in the intertidal zone; motion passed 3-0.

**10. Consider Cumberland County Contract for Revolving Loan and Grant Program:** Aaron Shapiro, Cumberland County Community Development Program Manager, thanked Harpswell for participating in the Cumberland County Block Grant Program along with other communities in the County. By participating, all the communities were eligible to compete for HUD funding; Harpswell applied and was approved for a \$65,000 grant to help replace failing septic systems. Chairman Alexander moved, seconded by Selectman Haible to approve entering into the Contract with Cumberland County and accept the terms and conditions; motion passed 3-0.

**11. Consider Approval of Revolving Loan and Grant Fund Program:** Administrator Eiane explained the Program has been developed to target low to moderate income families who need assistance with replacing a failing septic system. The maximum income criteria is based on HUD requirements and provided to the Town by Mr. Shapiro. Administrator Eiane reviewed the different income levels for grant and loan awards and recommended the Board approve the program as outlined. Administrator Eiane explained each case will be reviewed independently and loan details developed on a per case basis, therefore the revolving loan piece may be outstanding for a long term. Once the Program is active, the Town will have a better idea of how much revolving money will be available for continuing the Program. Selectman Henderson moved, seconded by Chairman Alexander to approve the Revolving Loan and Grant Fund Program for the replacement of failing septic systems; motion passed 3-0.

**12. Open Bids for Replacement of an Overboard Discharge System:** Chairman Alexander opened the bids received for the Twohig project: J.R. Hill & Sons \$13,500; Ed Skillins \$11,740; John L. Davis Construction \$12,874; and Tupper Construction \$10,181. Chairman Alexander moved, seconded by Selectman Haible to approve the Tupper Construction bid pending DEP approval, but in case the DEP does not approve it, the Board authorizes approval of the next lowest bid pending DEP approval; motion passed 3-0.

**13. Open RFP Responses on Emergency Services Study:** The Board opened the responses to the Emergency Services Study RFP: Public Safety Research Group, Scottsdale AZ \$19,350; Policy One/Bruce Hensler, Portland, Me \$19,275; and Emergency Services Consulting Inc., Oregon \$28,280. Administrator Eiane

reported that Frank O'Hara, of Planning Decisions, did not submit a response but recommended the Town consider Brunswick's participation. Administrator Eiane stated the Town received a \$25,000 grant from the Maine Bond Bank for this study in addition to the \$15,000 appropriated by Town Meeting. Chairman Alexander moved, seconded by Selectman Henderson to refer the responses to the study group for review; motion passed 3-0.

**14. Authorization of the Warrant:** Kristi Eiane, Town Administrator recommended approval of Warrants 34 and 35 and Payroll Warrant 32. Chairman Alexander moved, seconded by Selectman Haible to approve Warrant 34 for \$805,065.55; motion passed 3-0. Selectman Haible moved, seconded by Chairman Alexander to approve Warrant 35 for \$1,077.00; motion passed 3-0. Selectman Haible moved, seconded by Chairman Alexander to approve Payroll Warrant 32 in the amount of \$14,393.06; motion passed 3-0.

**15. Approval of the Minutes:** Selectman Haible moved, seconded by Selectman Henderson to submit proposed changes to Terri Sawyer and defer approval of the minutes until the next meeting; motion passed 3-0.

**16. Public Comment:** Selectman Haible commented that due to erosion on Harpswell Neck Road (Route 123) at the intersection of her driveway, the Post Office is experiencing difficulties delivering the mail.

**17. Adjournment:** The meeting was adjourned by unanimous vote at 7:42 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Treasurer's Report  
Budget Advisory Committee Mission Statement